

Biennial Notice Worksheet

The following checklist may assist in the review of an agency's conflict of interest code. This is only a guide and is not intended to be an exclusive list of issues that may need review.

- ☐ Does the code contain the following three basic components:
 - Language which incorporates FPPC Reg. 18730 or contains the basic provisions required in Government Code Section 87302
 - A list of designated positions that make/participate in making governmental decisions (see fact sheet)
 - Disclosure categories specifying financial interests (investments, interests in real property, income and business positions) that designated positions must disclose
- ☐ Review the agency's organization chart and duty statements
 - Do positions need to be added or deleted?
 - Is there a need for new positions to be covered in the code?
 - Is there a need to reclassify disclosure for any positions?
 - Are consultants designated (see fact sheet)?
 - Do any officials/consultants manage public investments?
 - Amendments needed? Use underline and strikeout, see sample below.

III. LEGAL OFFICE	LEGAL AFFAIRS DIVISION	
A. Legal Office	2
1. Chief Counsel II, CEA	2
2. Assistant Chief Counsel	2
3. Staff Counsel III (Supv)	2
3. 4. Staff Counsel III (Spec)	2
4. 5. Staff Counsel	2
• The Legal Office became the Legal Affairs Division.		
• The Staff Counsel III (Supv) was reclassified to Assistant Chief Counsel.		

- ☐ A review of joint powers agreements, minutes and annual reports may assist in determining whether designated positions and their respective disclosure categories are accurately reflected.
- ☐ Notification: If amendments are needed, notify employees and the public.